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ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.
LI 45-2

LI 45-2
LOGISTICS
Revised 23 July 1979

SUBJECT: Administrative and Housekeeping Supplies Issued
Through the Logistics Services Division

REFERENCE: LI 45-17, Direct Deliveries from Commercial
Vendors

1. PURPOSE

This Instruction establishes the policy and defines responsibilities for (1) obtaining the administrative and housekeeping supplies that the Logistics Services Division, Office of Logistics (OL/LSD), issues at no cost to Agency components and (2) preparing and publishing the Administrative Supply Catalog which lists and illustrates these supplies.

2. POLICY

- a. The Administrative Supply Catalog is prepared and published periodically as a joint effort by OL/LSD and Supply Division (SD), OL.
- b. All items listed in the Catalog are budgeted for and funded by OL/LSD and issued to Headquarters components at no cost except as noted in paragraph 3d below.
- c. To avoid unnecessary double handling, vendor deliveries of subject materiel will be made directly to OL/LSD whenever possible, and issues from depot stock will generally be avoided even when the item is in stock. (Some Catalog items are maintained in stock by OL/SD for requirements of components outside the Headquarters area.)

3. RESPONSIBILITIES OF LOGISTICS SERVICES DIVISION

- a. Collaborate with OL/SD in the preparation of the Administrative Supply Catalog, with specific responsibilities as follows:
 - (1) Determine what items the Catalog is to contain and inform OL/SD. Advise of additions or deletions as they occur.

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- (2) Prepare the introduction to the Catalog.
 - (3) Provide photographs or drawings of any item that should be illustrated.
 - (4) Determine number of copies of the Catalog required and effect distribution.
 - (5) Prepare and distribute cumulative addendums indicating additions, deletions, and revisions to advise customers of changes to the Catalog between publications.
- b. Establish and maintain reorder points for stock held by OL/LSD of items listed in the Catalog. Examine issue activity at least annually to update these reorder points.
- c. Obtain stocks of Catalog items by either of the following means:
- (1) Requisition on Form 88, "Requisition for Materiel and/or Services," citing OL/LSD's Property Requisitioning Authority (PRA). Except for furniture items, always assume procurement action will be necessary and requisition quantities based on standard units of issue and packaging criteria.
 - (2) Procure from the General Services Administration Self-Service Stores using charge plate or by paying cash. This source is restricted to the procurement of slow-moving items and for emergency replenishment of small quantities of fast-moving items.
- d. When Catalog items are requisitioned by Agency components on Form 88 bearing the component's Financial Analysis Number (FAN), delete the customer's FAN and add OL/LSD's FAN, except under either of the following circumstances:

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- (1) The requisition is for a large quantity of any item and the component budgets for that item, e.g., xerox paper for the Office of Data Processing, or
- (2) The requisition is for executive furniture (Code D items) when the requesting office does not automatically qualify, and the appropriate approval has been obtained. According to the customer may be required to provide funds under these circumstances.

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(Note that in the two above instances where OL/LSD's FAN is not used, the requisitions will not be routed through the Budget and Fiscal Branch, OL, for fund certification, as are those funded by OL/LSD.)

- e. If OL/LSD receives a requisition from a customer for an item not appearing in the Catalog (or not added since the last Catalog publication or addendum), advise the customer to submit a Form 88 through normal channels (i.e., to OL/SD), citing his PRA.
- f. Receive direct-delivery materiel and resolve receiving discrepancies in accordance with referent LI 45-17.

4. RESPONSIBILITIES OF SUPPLY DIVISION


- a. Produce, in conjunction with OL/LSD, the Administrative Supply Catalog, with specific responsibilities as follows:
 - (1) Review lists of Catalog items submitted by OL/LSD to ensure that all items are catalogued in the Inventory Control System. Prepare Catalog Action Requests to add or delete items as required.
 - (2) Recommend additional items, or Federal/Agency standard replacement items, for inclusion in the Catalog. Recommendations will be based upon familiarization with customer requests and current standardization data.

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- (3) Compile Catalog data in proper format and arrange for printing by the Printing and Photography Division, OL.
- b. Process requisitions from OL/LSD for Catalog items as follows:
 - (1) If an item of furniture, issue from stock when available. If not available, indicate procurement source.
 - (2) If other than furniture, do not issue from stock even if available unless it is in best management practices to do so, e.g., to move slow-moving or long-supply items. Determine source of procurement.
- c. When a requisition is received for a Catalog item from any requisitioner in the Headquarters area other than OL/LSD, refer the requisitioner to OL/LSD to obtain the item (except for large requirements for which the requisitioner has budgeted, as discussed in paragraph 3d above).


James H. McDonald
Director of Logistics

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